JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts   455 Golden Gate Avenue   San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf   Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **ADMINISTRATIVE COORDINATOR II**

JOB REQUISITION: **2384**

LOCATION: **SAN FRANCISCO**

DEPARTMENT STATEMENT

The ASU provides professional, clerical, production, mail, reception, transportation, and conference services to the agency. To accomplish these tasks, the unit is divided into two groups: Conference Services and Production and Mail Services.

Under direction from the Meeting and Conference Services Supervisor, the Administrative Coordinator II performs and coordinates technical, specialized administrative support work; performs related work as assigned.

RESPONSIBILITIES

- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation; researches, recommends, negotiates, and prepares contracts for various services;
- Performs the full range of administrative duties in support of a particular function, such as event budget preparation;
- Reviews financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generate reports, graphs, and charts;
- Establishes priorities, and follows up to ensure coordination and completion of assigned work;
- Coordinates administrative processes and program operations, following procedural guidelines;
- Identifies operational problems, considers alternatives, recommends solutions; and
- Coordinates the preparation and distribution of surveys; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by program analysts and managers.

QUALIFICATIONS

Knowledge of:

- Basic principles and techniques of project coordination and management;
- Correct business English;
- Office and administrative practices and procedures;
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases;
- Organizational policies and procedures;
- Principles and techniques of preparing a variety of effective written materials; and
- Basic principles of organizing and summarizing data and information.

Ability to:

- Coordinate and provide effective administrative assistance and coordinate projects and program operations;
- Research, compile, and summarize data and information;
- Prepare clear and concise reports, correspondence, and other written materials;

- Use initiative and judgment within established guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases;
- Communicate effectively in English, orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE

In addition to the minimum qualifications listed above, competency in the following skills is preferred: meeting planning; negotiating; and Project Management; Visio; Access; Excel; The successful candidate will be have the ability to exercise diplomacy; employ innovations; develop solutions; perform with a consultative nature; coordinate multiple work activities and meet critical deadlines; work cooperatively with staff in other offices and organizations; deliver superior customer service; and be an energetic member of the team. Additionally, the most qualified candidates will possess a minimum of a four year degree and a CMP designation.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support", and search for Job Req #2384, Administrative Coordinator II. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: $4,411-5,361 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE COORDINATOR II
(Req. #2384)

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Describe your experience in leading the coordination of a complex meetings and/or conference. Please include the size of the meeting or conference, your role in relation to the event(s), and the complexities at hand in detail.

2. Please describe a time when you had to coordinate the details of multiple meetings simultaneously. List the amount of meetings, describe the complexity, and tell us how you stayed organized and met deadlines.

3. Please list three to four of your "best practices" with regards to the principles of event management.

4. This question refers to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate," "Advanced," or "None" and describe a project that you performed using that software. Please specify how you have used advanced features of the software such as macros, tables, or mail merge.

a. MS Word or other word processing software? Please specify:
b. Microsoft Visio?
c. Calendaring software? Please specify:
d. Microsoft Excel or other spreadsheet software? Please specify:
e. Microsoft Access or other database software? Please specify: